

ISO 9001:2015 Certified

# Softcom Computer Institute



## Corporate Office :

Kalawati Paliwal Market,  
Gumanpura, Kota



## Branch :

9-F-43, Mahaveer Nagar III,  
Opp. Swami Vivekanand School,  
Kota



## Contact :

9829093851, 8829022111,  
6375829123 (Branch)

# Tally Accounting/Computer Operator

एक ऐसा कोर्स जो हर कोई सीख सकता है।

Duration  
4 Months

## ► Computer Fundamental

Windows, My Computer, My Documents, Recycle Bin, Find Files, Paint-Brush, Word Pad, Internet & more.

## ► Computerised Typing

Complete knowledge of Hindi & English typing with good typing speed.

## ► MS-Office (Power-Point)

Its for Slide Preparation & Presentation with More Practical Projects.

## ► MS-Office (Excel)

Its Application in Preparing & Analyzing Financial & Cost Statements with More Practical Projects.

## ► TDS (Tax Deducted at Source)

TDS on Salary, Contractor, Professional, Rent, Commission, Interest, etc.

## ► GST (Goods & Service Tax)

Goods & Services Tax using Tally (Central GST, SGST (State GST), IGST (Integrated GST) Components of Dual GST, Input Tax, Supply of Goods & Services, E-Way Bill, GST Reports, Liability to pay GST.

## ► Final Accounts

Enable Interest Calculation, Advance Interest Calculation, Create Voucher Class for Interest, Use of Interest Voucher Class with many more....

## ► Practical Industry Wise Accounting

Business Stock, Purchase/Sales Order, Challan with Billing (+) Manual  
Business Stock, Purchase/Sales, Order, Challan with Billing (-) Manual  
Finalisation of Accounts Books.

## ► + Practical Accounting

Use of Interest Voucher Class with many more....